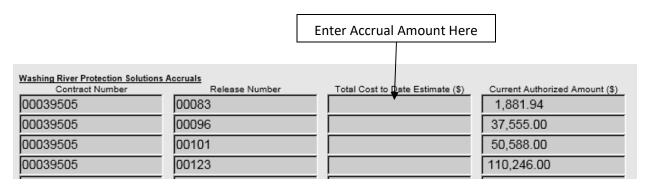
WRPS Online Accruals

- 1) Electronic accruals may be submitted between the 12th and the 16th of each month.
- 2) Using the login information contained in the confirmation email when you completed your initial registration, log in to the <u>Vendor Registration System</u>. If you do not have this information, you can use the "Forgot Vendor Key" link to retrieve the Vendor Key. The system will ask you for your company's DUNS number, which you can enter in the format of xx-xxx-xxxx. The system will send a new email to the email provided by your company on your original registration with the Vendor Key
- 3) Click on the Accruals tab at the top of the screen.

								Click on Accruals Tab		
				,					ı	
	Vendor Info Pt 1	Vendor Info Pt 2	Business Class.	Tax Status	Certify & Submi	t V	VRPS Reps/Certs	Accruals		
			VENDO	OR REGISTRA	ATION					
\vdash	Procurement and Materials Management									
	Frocurement and materials management									
	Contractors: This is the registration process for contractors, vendors, and suppliers to CHPRC, MSA, WRPS and FH.									
_	Contract	ora. Tilia la ule regia	tration process for c	onti actors, venu	ora, unu auppnera	to CHE	ito, maa, vite a un	u i i i .		
Va	endor Information									
VC	andor information									
DU	DUN & Bradstreet Number * Contact Name (First and Last) * Contact Phone *									
Ë				In .						
Leg	Legal Business Name *				Date					
					[]10/1	5/2014				
D	-i #4-ili C44 A.d.d									
Bus	siness/Mailing Street Add	iress *								

4) Enter the estimated cost to date amount for the subcontract based on the WRPS Fiscal Month end in the appropriate space. Click here for the <u>Fiscal Month End Calendar</u>



5) You do not have to submit all at once. Once you hit submit, the system sends that information to the server and the next time you log in, you should see the previously entered accruals.

If you experience any technical difficulties, please contact us at wrps-procurement@rl.gov